

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

**April 8, 2020**

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:05 pm and welcomed everyone to the open session.

*Board Members Present:* Dr. Mark Bailey, President; Michele Kutta, 1<sup>st</sup> Vice President; Robert Lang, 2<sup>nd</sup> Vice President; Kirk Helfenbein, Secretary; Dr. Ahmed Elzaree; Dr. James Kalshoven; Suzana Kuriadom; Robert Bradshaw, Melanie Oppat, Sheria Jennings. Brandon Wylie.

*Board Member Absent:* None.

*Board Staff Present:* Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Thomas Anderson, Health Occupations Inspector; Bethan Haaga, Esq., Board Counsel

*March 11, 2020 Meeting Minutes:* Michele Kutta made a motion, which was seconded by, Kirk Helfenbein and the Board unanimously approved the minutes as written.

*March 13, 2020 Meeting Minutes:* Michele Kutta made a motion, which was seconded by, Kirk Helfenbein and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:**

Dr. Bailey announced the latest Governor Executive Orders, Center for Disease Control (CDC), and OSHA guidelines pertaining to the COVID-19 will be provided on the Board's website, please continue to monitor for updates. In addition, Dr. Bailey advised Board Staff cannot release legal interpretation of Statutes and Regulations, but encouraged reviewing Statues and Regulations on the Board's Website. If additional individuals have additional questions on legal interpretation of Statutes and Regulations, please consult lawyer of choice.

Dr. Bailey presented a proposed 2-year term for Board Officer positions: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary. Board member Sheria Jennings made a motion to have 2-year term Board Officer positions, Robert Bradshaw seconded, and the Board unanimously approved to have 2-year term Board Officer positions. Dr. Bailey requested all Board members interested in running for an Officer position for FY 21, please submit interest email or letter to ED Collins by Mary 1, 2020.

Dr. Bailey asked for two Board member volunteers for Elections Committee, Dr. James Kalshoven volunteered. Dr. Bailey asked of any additional board members who would like to volunteer for committee send interest to ED Collins.

3. **ADMINISTRATIVE REPORT:**

Executive Director Collins reminds everyone MDH Metro Executive building is not open to the public. All applications or inquiries should be submitted by regular mail, email, or by phone. Executive Director Collins confirms the best way to contact the Board staff is by email at

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

**April 8, 2020**

[MDH.BOMFD@maryland.gov](mailto:MDH.BOMFD@maryland.gov). Executive Director Collins announced the Board staff continues to be on a limited basis. Executive Director Collins announced currently the Board staff office operation hours are: Tuesday – Thursday, 10 – 2pm. Executive Director Collins encourages everyone to review the Board website daily for updates.

#### **4. COMMITTEE REPORTS:**

- a. **Executive Committee:** No report.
- b. **Family Security Trust Fund:** Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is \$1,129,202.37.
- c. **Pre-Need Committee:** No report.
- d. **Establishment Committee:** Chair Kirk Helfenbein reported on the following:
  - i. **Old Business:** None.  
**New Business:** None.
  - ii. **New Establishment:** Chair Kirk Helfenbein presented the following new establishments for approval:
    1. Bolden – Tilghman Mortuary Service, Supervising Mortician: Passion Tilghman. Michele Kutta made motion to approve a new establishment, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of the new establishment license.
  - iii. **New Restricted Establishment:** None.
- e. **Licensure Committee:** Chair Michele Kutta reported on the following:
  - i. **Old Business:** None.
  - ii. **New Business:** Chair Michele Kutta announced the April 2020 Jurisprudence and Practical exam is postponed until further notice due building closures to the public. Chair Michele Kutta encourages all licensees to submit renewals in a timely manner to avoid any hardships once Governor’s Executive Order is lifted. Licensees will have until the 30<sup>th</sup> day after the Governor’s Executive Order is lifted to submit renewals.
  - iii. **Apprentice:** Chair Michele Kutta presented the following apprenticeship applications for approval:
    1. Jillian Kroos; Sponsor: Eric Brown; Rest Haven Funeral Home. Motion was made by Dr. Ahmed Elzaree, seconded by Sheria Jennings, and the Board unanimously approved the issuance of an apprentice license.
  - iv. **Apprentice Change of Sponsor:** Chair Michele Kutta presented the following apprenticeship change of sponsor applications for approval:

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

**April 8, 2020**

1. Ashely Witzke; Sponsor: R. Craig, Witzke, Jr.; Candle Light Funeral Home. Motion was made by Dr. Ahmed Elzaree, seconded by Sheria Jennings, and the Board unanimously approved the issuance of an apprentice change of sponsor.
2. Rachel Gulley; Sponsor: Dannie Morris, Jolley Memorial Chapel. Motion was made by Dr. Ahmed Elzaree, seconded by Brandon Wylie, and the Board unanimously approved the issuance of an apprentice change of sponsor.
- v. Mortician: Chair Michele Kutta presented the following applicants for mortician for approval:
  1. Jesse Gladhill, Stauffer Funeral Home, PA. Motion was made by Dr. Ahmed Elzaree, seconded by Robert Lang, and the Board unanimously approved the issuance of a mortician license.
  2. Lisa VandeWalle, Sagel, Bloomfield, Danzansky, Goldberg. Motion was made by Dr. Ahmed Elzaree, seconded by Robert Bradshaw, and the Board unanimously approved the issuance of a mortician license.
- vi. Funeral Director: None.
- vii. Mortician by Waiver of Apprenticeship: None.
- viii. Crematory Operator: Chair Michele Kutta presented the following applicants for crematory operator permit for approval:
  1. Kelli Breuer, Lee Funeral Home. Motion was made by Dr. Ahmed Elzaree, seconded by Dr. James Kalshoven, and the Board unanimously approved the issuance of a crematory operator permit.
- ix. Registered Transporters: Chair Michele Kutta presented the following applicants for registered transporters for approval:
  1. Grant Lindemuth, RA Ferris & Co, Inc. Motion was made by Dr. Ahmed Elzaree, seconded by Dr. James Kalshoven, and the Board unanimously approved the issuance of a transporter registration.
- x. Courtesy Card: None.
- xi. Reinstatement: None.
- f. Continuing Education Units Committee: Chair Melanie Oppat reported on the following:
  - i. The following educational offerings are considered automatically approved pursuant to COMAR 10.29.05.03:

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

**April 8, 2020**

1. MSFDA – 2020 Summit – Date: 6/22 – 6/25/2020 (13.5CEUs)
2. MSFDA 2020 Quarterly Membership Meetings – Date: Various (1.5CEUs per meeting)
3. National Funeral Directors Association:
  - a. Business Education Seminar – Date: 6/5/2020 (5CEUs)
  - ii. Chair Melanie Oppat presented the following continuing education credits for approval: Dr. Ahmed Elzaree made a motion, seconded by Robert Lang and the Board unanimously approved the following continuing education credits:
    1. Washington Wilbert Vault Works, Inc. – Date: 3/20/2020
      - a. Better Communication with Families (1CEU)
      - b. Outer Burial Container Basics (1CEU)
      - c. Washington Wilbert Vault Works Plant Tour (1CEU)
- g. Legislative Committee: Chair Sheria Jennings reported on the following:
  - i. Old Business: Chair Sheria Jennings reported on the following:
    1. Passed as amended (Emergency bill takes effective immediately after Governor signs): Bill Number: CF - SB 439/HB106, Bill Title: Health Occupations – Morticians and Funeral Directors - Apprenticeships
    2. Crossed over to the House HGO Committee was heard on 3/17 but was not voted on: Bill Number: SB0084, Bill Title: Funeral Establishments and Crematories – Unclaimed Cremains of Veterans – Notification, Disposition, and Reporting
    3. Passed (to be effective 10/1/20): SB528/HB1229F – Public Health Disposition of Remains – Authorizing Agent.
  - ii. New Business: Chair Sheria Jennings presented the following:
    1. 2020 Session ended on March 18, 2020 due to the COVID-19 Pandemic, originally scheduled to close on April 6, 2020. Depending on virus precautions a tentative special session being called at the end of May.
    2. Chair Sheria Jennings motioned to add a regulation allowing the post nominals to the end of a Licensees name: LM – Licensed Mortician and LFD – Licensed Funeral Director, seconded by Dr. Ahmed Elzaree, and Board unanimously approved to add the regulation to all post nominals to the end of a Licensees name.
5. Old Business: Dr. Bailey highlighted during the pandemic of COVID-19 our Board website is continuously adding resource links please continue to monitor for updates. In addition, all updated Executive Orders can be viewed on Governor Hogan website.
6. New Business: Dr. Bailey highlighted MDH has launched a link called Maryland Respond for anyone wanting to help with the response efforts of COVID-19, link can be found on the Board

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

**April 8, 2020**

website. Michele Kutta recognized an inquiry concerning Crematories have restricted hours of operations referencing COMAR 10.29.18.02. Dr. Bailey and Bethan Haaga, Esq. noted it is not the Board's position to establish hours of operations for Funeral Home or Crematories, it is up to the individual business. Michel Kutta recognized a second inquiry concerning identification of body is required per COMAR 10.29.19.07.

7. Upcoming Reminders: Dr. Bailey announced reminders of the following:
  - a. 2020 License Renewals will remain open online. Reminder all 12 CEUs will be accepted from online classes temporary approved on March 13, 2020.
  - b. Next Board Meeting – May 13, 2020, 1:00 p.m., Conference Room# 110 (pending building opening)
  - c. Jurisprudence Exam – Suspended until further notice.
  - d. Practical Exam – Suspended until further notice.
  
8. Adjournment: Dr. Ahmed Elzaree made a motion for adjournment, seconded by Robert Bradshaw, and with no objection, the meeting was adjourned at 1:52 p.m.